

# EDUCATION AND CARE GUIDING PRINCIPLE

## First Aid

### Introduction

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident/incident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programs.

### Purpose

Cumberland City Council's education and care services are committed to providing a safe and healthy environment.

Council recognises its responsibility to provide first aid facilities in accordance with section [89](#) of the [Education and Care Services National Regulations](#) (Regulations) that are adequate for the immediate treatment of injuries and illnesses. The educators and staff of Council's education and care services are aware of their duty of care to children, families, educators and visitors in providing appropriate first aid treatment.

Educators and staff will ensure:

- all children, educators, families and visitors involved in accidents and incidents whilst at the service requiring first aid to be administered, will be done so according to guidelines and recommended practices of a first aid qualification;
- all incidents will be documented and kept according to regulatory requirements;
- a risk management approach to health and safety is adopted.

### Table of Contents

Professional development of staff and educators [Reg 136].....	2
Hazard identification and risk assessment .....	2
Administration of first aid to children, families, educators and visitors to the service .....	3
First aid supplies .....	3
Documentation and record keeping.....	4
Managing serious incidents.....	4
Policy availability and review.....	5
Attachments.....	5
First Aid Kit Checklists .....	7
First Aid Kit - FDC Educators .....	10
Emergency Lockdown Record .....	11
Emergency Evacuation Record.....	12
Serious Incident Investigation Report.....	13

## Professional development of staff and educators [\[Reg 136\]](#)

The Nominated Supervisor will ensure:

- all educators are supported to ensure they hold current recognised first aid qualifications
- all educators have undertaken current approved anaphylaxis management training
- all educators have undertaken current approved emergency asthma management training
- all educators have undertaken yearly CPR training
- educators' induction includes information on the first aid policy.

All educators, including Family Day Care (FDC) educators, must:

- hold a current approved first aid qualification
- undertake current approved anaphylaxis management training
- undertake current approved emergency asthma management training.

The Nominated Supervisor will:

- ensure the skills and competencies of trained first aiders are maintained and skills are kept up to date and that refresher first aid and CPR training will be scheduled and maintained in ECM
- collaborate and consult with staff and educators to develop and implement a risk assessment and management plan
- ensure first aid guides and publications are accessible to educators at all times to assist them in their understanding and administration of first aid
- ensure that CPR charts are displayed in every room and outdoors (FDC main playroom, sleeping areas and outdoors).

## Hazard identification and risk assessment

The Nominated Supervisor will:

- provide a child-safe environment
- guide educators in regularly conducting risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes
- introduce preventive measures to eliminate risk, or control measures to minimise risk
- review and analyse accident, injury, incident and 'near miss' data
- collaborate with staff and educators to develop a first aid plan for the service (i.e. identification of first aid qualified staff, contact details of emergency services and other emergency contacts, details of the nearest hospital or medical centre, map identifying location of first aid kits at the service, first aid contents checklists and response procedure following an incidence of illness or injury).

Educators, including FDC educators, will:

- conduct daily checks to ensure the environment is safe in order to plan experiences for children.

## Administration of first aid to children, families, educators and visitors to the service

The Nominated Supervisor will:

- ensure that there is always at least one first aid qualified educator on the premises at all times [\[Reg 89\(1\)\(a\)-\(c\)\]](#)
- ensure all FDC educators and educator assistants have completed approved first aid training, including anaphylaxis management and emergency asthma management training [\[Reg 136\(3\)\(a\)-\(c\)\]](#)
- ensure that enrolment records for each child include a signed consent form for the administration of first aid and the approved products to be used – this is completed online via SmartCentral and must be printed for the child's file
- review and sign off on all documentation when first aid has been administered or delegate this responsibility
- dial 000 and call for an ambulance when emergency medical treatment is required or delegate this responsibility.

In general, including FDC:

- administration of first aid will be done in accordance with first aid training and undertaken by a qualified first aider
- as per the first aid plan (referred to above) and in the interests of avoiding delay of treatment, in the first instance, first aid will be administered by the person who has witnessed the incident/ injury/ illness
- the Nominated Supervisor and families (where first aid is being administered to a child) will be notified of the nature of the incident/accident. Families must be notified of head injuries immediately
- the educator administering first aid will be the person who completes the Incident Record, Injury and Trauma Record or Illness Record for the child and provide to the Centre Director/Coordinator for verification and signing by the family
- for serious incidents, the Nominated Supervisor must advise the Coordinator. The Coordinator is then responsible for notifying the NSW Department of Education within 24 hours of an incident/ accident occurring that requires serious medical attention.

### First aid supplies

The Nominated Supervisor will ensure that:

- the service purchases an appropriate number of first aid kits for the number of children being educated and cared for by the service [\[Reg 89\(1\)\(a\)\]](#)
- the first aid kits are suitably equipped, easily accessible and recognisable to educators but inaccessible to children [\[Reg 89\(1\)\(b\) & \(c\)\]](#)
- supplies are regularly monitored and stock updated monthly (refer to attachment).
- asthma kits are taken on transport and excursions together with the first aid kit
- an emergency bag is accessible by all educators at all times and checks are completed monthly [\[Reg 89\(1\)\(c\)\]](#)
- medication is stored in a locked cupboard or in a locked container in the fridge if required
- child specific medication is kept and used in accordance with action plans

- supplies with manufacturing date only (no use-by date) are replaced between 3-5 years from date of manufacture or replaced if the product appears damaged or discoloured/ aged and old stock safely discarded. Note: Medilife check and restock the first aid supplies every 3 months, however, monthly checks must still be conducted.
- all asthma components of the asthma and anaphylaxis kits are maintained and all medications are current. Spacers and masks are replaced in the kits after each use. Each child has their own spacer that should not be shared (refer to Medical Conditions and Medication Guiding Principle).

FDC educators will ensure:

- a first aid kit is kept that is suitably equipped and easily recognisable and readily accessible to adults wherever the educator is educating and caring for children as part of a FDC service [[Reg 89\(2\)](#)]
- supplies are regularly checked and stock updated yearly or as required
- asthma kits are taken on transport and excursions together with the first aid kit
- an emergency bag is accessible by all educators at all times and checks are completed monthly [[Reg 89\(1\)\(c\)](#)]
- medication is stored in a locked cupboard or in a locked container in the fridge if required
- child specific medication is kept and used in accordance with action plans
- supplies with manufacturing date only (no use-by date) are replaced between 3-5 years from date of manufacture or replaced if the product appears damaged or discoloured/ aged and old stock safely discarded. Note: Medilife check and restock the first aid supplies every 3 months, however, monthly checks must still be conducted.
- all asthma components of the asthma and anaphylaxis kits are maintained and all medications are current. Spacers and masks are replaced in the kits after each use. Each child has their own spacer that should not be shared (refer to Medical Conditions and Medication Guiding Principle).

## Documentation and record keeping

Educators, including FDC educators, will:

- complete an Incident Record, Injury and Trauma Record or Illness Record (from the Accident, Incident and Trauma Guiding Principle) for all incidents, injuries, trauma and illnesses occurring at the service
- ensure that a copy of the Incident Record, Injury and Trauma Record or Illness Record is made available for families on request.

The Nominated Supervisor will:

- ensure records are confidentially stored for the specified period of time as required by the Regulations.

## Managing serious incidents

The Nominated Supervisor will:

- complete an Incident Record, Injury and Trauma Record or Illness Record (from the Accident, Incident and Trauma Guiding Principle) or delegate this responsibility to the educator who administered first aid or witnessed the incident and notify the Education and Care senior administration team immediately

- ensure educators and staff are aware of the procedures around managing serious incidents.

The Nominated Supervisor or Responsible Person will:

- notify parents of any serious incident or delegate this responsibility as soon as possible or within 24 hours
- arrange for medical intervention if required.

Educators, including FDC educators, will:

- manage serious incidents as per this guiding principle.
- notify the Nominated Supervisor immediately after the serious incident has occurred.
- document incident.

Coordinators/FDC Centre Director will:

- ensure an investigation is conducted and documented for any serious incident requiring medical attention occurring at the centre
- complete a [Serious Incident Investigation Report](#) (refer to Accident, Incident and Trauma Guiding Principle)
- notify the Early Childhood Education Directorate, NSW Department of Education within 24 hours of becoming aware of a serious incident by submission via the NQAITS [Regs [174\(2\)\(a\)](#) & [176\(2\)\(a\)](#)] (Coordinators only).

## Policy availability and review

This First Aid Guiding Principle will be readily accessible to all educators, families and visitors, and ongoing feedback on this guiding principle will be invited.

Management, educators and families will monitor and review the effectiveness of this First Aid Guiding Principle regularly. Updated information will be incorporated as needed.

## Attachments

	Page No.
<a href="#">First Aid Kit Checklists (including Medilife's supplies)</a> .....	7
<a href="#">First Aid Kit Checklist - FDC educators</a> .....	10
<a href="#">(CCFDC) Emergency Lockdown Record</a> .....	11
<a href="#">(CCFDC) Emergency Evacuation Record</a> .....	12
<a href="#">Serious Incident Investigation Report</a> .....	13

### Related Legislation and Online Resources

- [Education and Care Services National Regulations](#): Sections [12](#), [85](#), [86](#), [87](#), [89](#) [136](#), [168](#), [174\(2\)\(a\)](#) & [176\(2\)\(a\)](#)
- Australian Children's Education and Care Quality Authority (ACECQA), [National Quality Standards: Quality Area 2](#)
- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulation 2017](#)

### Related Documents and Council Policies

- Cumberland City Council Policy:
  - [First Aid in the Workplace – WHS Operational Policy](#)
- Cumberland City Council Education and Care Guiding Principles:
  - [Accident, Incident and Trauma](#)
  - [Governance, Management & Leadership](#)
  - [Emergency Response / Critical Incident](#)
  - [Excursions, Transport and Leaving Service](#)
  - [Medical Conditions and Medication](#)

### Authorisation & Version Control

Guiding Principle owner	<i>Manager Children, Youth and Families</i>
Authorised by	<i>Education and Care Management Team</i>
ECM no.	<i>7988295</i>
Implementation date	<i>September 2021</i>



CUMBERLAND  
CITY COUNCIL

## FIRST AID KIT CHECKLISTS

All first aid kits must have the contents listed in the below checklists. Medilife will restock the first aid kits every 3 months (as per their checklist).

It is the nominated supervisor's responsibility to check on a monthly basis that all items (including the contents supplied by Medilife) are in stock at all times.

The checklists must be initialled and dated when all items have been checked and replenished (if required) ensuring that all expiry dates are current. Supplies with a manufacturing date only (no use-by date) are to be replaced between 3-5 years from date of manufacture or if the product appears damaged or discoloured/aged.

### Contents to be supplied by Council

Item	Qty/ size	Quantity in stock											
		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Instructions for providing first aid including Cardio-Pulmonary Resuscitation (CPR) flow chart	1												
Medicine cups and/or syringes													
Ventolin													
Panadol/Paracetamol (appropriate for the age(s) of the children at the service)													
Asthma spacer and mask													
Asthma kits													
EpiPen (adult)													
EpiPen (child)													
Saline (15ml)	8												
Vomit bags													
Tweezers	1												
<b>Educators initials:</b>													
<b>Date checked:</b>													

## Contents to be supplied by Medilife

[illegible]



## Kit Contents Checklist

[illegible]



CUMBERLAND  
CITY COUNCIL

## FIRST AID KIT - FDC EDUCATORS

Section [89\(2\)](#) of the [Education and Care Services National Regulations](#) states:

*“A family day care educator must keep a first aid kit that is suitably equipped, easily recognisable and readily accessible to adults wherever the educator is educating and caring for children as part of a family day care service.”*

Adult and child cardio-pulmonary resuscitation charts must be displayed in a prominent position in the part of the educator's home used to provide the service (indoors & outdoors).

Council's Education and Care Excursions Guiding Principle states:

*“The Centre Director/FDC educator must ensure that a suitable and fully stocked first aid kit, working mobile phone, asthma kit, the centre's Epi-pen, emergency contacts, hats, water and risk assessment folder are taken on all excursions.”*

### First aid kit must contain:

ITEM	QUANTITY
Adhesive plastic dressing strips, sterile, packets of 50	1
Bags, plastic, for amputated parts - small and medium	1
5cm gauze bandage	1
Crepe bandage	1
Gloves, disposable, single	2
Safety pins, packets	1
Triangular bandages, minimum 90cm	1
Wound dressings, sterile, non-medicated, large	1
First-aid pamphlet as approved by WorkCover	1
Asthma emergency kit	1
Thermometer	1
Small nail scissors	1
Tweezers	1
Ice pack	1
Panadol	1
Notebook and pen	

- ❖ Expiry dates to be checked regularly and items replaced before expiry date. Supplies with manufacturing date only (no use-by date) are to be replaced between 3-5 years from date of manufacture or replaced if the product appears damaged or discoloured/ aged.



CUMBERLAND  
CITY COUNCIL

# EMERGENCY LOCKDOWN RECORD

## Family Day Care

Educator's name: ..... Date: ..... Time start: ..... Time finish: .....

Children present				
Others present				

Scenario: What was the emergency?		Evaluation: What happened? How did it go?	
--------------------------------------	--	---	--

First aid kit items to be checked after each evacuation or lockdown practice	Quantity	Initial after inspected	Evacuation bag items to be checked after each evacuation or lockdown practice	Initial after inspected
Adhesive plastic dressing strips (pack of 50)			Bottled water and cups	
Bags for amputated parts (plastic) large			Hand wash / sanitiser	
Bags for amputated parts (plastic) small			Books – stories	
Gauze bandages (5cm)			Torch	
Gloves (disposable, single)			Portable first aid kit	
Safety pins (packet)			Phone charger	
Triangular bandage			Nappies	
Wound dressing (sterile, non-medicated large)			Wipes	
Panadol Exp.....			Towel	
Epi pen or Ana pen (if applicable) Exp.....			Emergency contact list	
Asthma emergency kit – Ventolin & spacer Exp.....			Tissues	
First aid pamphlet as approved by work cover			Sunscreen	

Educators must check the following after each evacuation or lockdown practice				
Fire blanket		Fire extinguisher		Children's emergency contact list
Smoke detectors working		Keys - front and back doors		Evacuation bag
Attendance records / device		Telephone		Emergency evacuation plan displayed at every exit point

Educator's signature: ..... Date: .....

CDO signature: ..... Date: .....



CUMBERLAND  
CITY COUNCIL

# EMERGENCY EVACUATION RECORD

## Family Day Care

Educator's name: ..... Date: ..... Time start: ..... Time finish: .....

Children present				
Others present				

Scenario: What was the emergency?		Evaluation: What happened? How did it go?	
--------------------------------------	--	---	--

First aid kit items to be checked after each evacuation or lockdown practice	Quantity	Initial after inspected	Evacuation bag items to be checked after each evacuation or lockdown practice	Initial after inspected
Adhesive plastic dressing strips (pack of 50)			Bottled water and cups	
Bags for amputated parts (plastic) large			Hand wash / sanitiser	
Bags for amputated parts (plastic) small			Books – stories	
Gauze bandages (5cm)			Torch	
Gloves (disposable, single)			Portable first aid kit	
Safety pins (packet)			Phone charger	
Triangular bandage			Nappies	
Wound dressing (sterile, non-medicated large)			Wipes	
Panadol Exp.....			Towel	
Epi pen or Ana pen (if applicable) Exp.....			Emergency contact list	
Asthma emergency kit – Ventolin & spacer Exp.....			Tissues	
First aid pamphlet as approved by work cover			Sunscreen	

Educators must check the following after each evacuation or lockdown practice				
Fire blanket		Fire extinguisher		Children's emergency contact list
Smoke detectors working		Keys - front and back doors		Evacuation bag
Attendance records / device		Telephone		Emergency evacuation plan displayed at every exit point

Educator's signature: ..... Date: .....

CDO signature: ..... Date: .....



CUMBERLAND  
CITY COUNCIL

## SERIOUS INCIDENT INVESTIGATION REPORT

To be completed by management following an incident/injury that is required to be reported to ACECQA.

Date of incident: .....

Child's name: ..... DOB: .....

Service: .....

Location: .....

Time: .....

Activity: .....

Educator name: .....

Re-enacting the incident: .....

.....

.....

Conclusion: .....

.....

.....

Follow ups:

Action	Responsible	Date to be completed

Children, Youth & Families' Investigating Officer (Nominated Supervisor/ Management Team/FDC Centre Director)

Name: ..... Signature: .....

**Cumberland City Council**

16 Memorial Avenue, PO Box 42, Merrylands NSW 2160.

T 8757 9000 W [cumberland.nsw.gov.au](http://cumberland.nsw.gov.au) E [council@cumberland.nsw.gov.au](mailto:council@cumberland.nsw.gov.au)

f Cumberland City Council Sydney @ [cumberlandcitycouncil](https://www.facebook.com/cumberlandcitycouncil)